



## VAIL CHRISTIAN HIGH SCHOOL ADMISSION PROCESS

1. Private School Tour
2. Online Application
3. Recommendation Forms (Administrator, English Teacher and Math Teacher)
4. Official Release of Student Information
5. Family Interview

### **1. Private School Tour**

Tour our campus with the Director of Admissions and a Student Ambassador. You do not need to complete your application ahead of time, just come visit our school and see why students/families are proud to be SAINTS!

Contact Heather Downey, Director of Admissions, at [hdowney@vchsweb.org](mailto:hdowney@vchsweb.org) or (970) 766-4125 to schedule your tour today!

### **2. Online Application**

ROLLING ADMISSIONS (We are now accepting applications for the 2021-2022 school year!)

Preferred Admissions Deadline: February 8, 2021

#### **PARENTS:**

First, click on the following link to create your RenWeb Account (Renweb is a web-based school management software). Create an account under your student's name, NOT THE PARENT'S NAME.

Please go to the following web address to create a RenWeb Account: Link:

<https://vail-co.client.renweb.com/oa/register.cfm?memberid=391>

If you have/had a child at VCHS you will already have an online Renweb application account (this is your online application account NOT your ParentsWeb Account) - please click the link below to log into your existing online application account. If you have forgotten your online application account username please contact [hdowney@vchsweb.org](mailto:hdowney@vchsweb.org)

Existing Renweb Application Account:

Link: <https://vail-co.client.renweb.com/oa/login.cfm?memberid=391>

After you have created an account, then click on the next link to log in to your account and "Create A New Student Application" for your child. You will then have the flexibility to log in and out of your account and access your open application. To complete the online application, the application must be completely filled out (with green checks next to each item area on the left side). A green check appears in the left tab area when you have successfully answered each question in that designated section. Please submit your \$75 non-refundable application fee via our online payment configuration at the end of the application.

### **3. Recommendation Forms**

#### **Administrator Recommendation**

The Administrator Recommendation Form needs to be downloaded and emailed/faxed to an administrator or guidance counselor at the applicant's current school. Then SCAN/EMAIL them to Heather Downey at [hdowney@vchsweb.org](mailto:hdowney@vchsweb.org) with "Administrator Recommendation" in the subject line.

#### **English Teacher Recommendation**

The English Teacher Recommendation Form needs to be downloaded and emailed/faxed to an English teacher at the applicant's current school. Then SCAN/EMAIL them to Heather Downey at [hdowney@vchsweb.org](mailto:hdowney@vchsweb.org) with "English Teacher Recommendation" in the subject line.

#### **Math Teacher Recommendation**

The Math Teacher Recommendation Form needs to be downloaded and emailed/faxed to a math teacher at the applicant's current school. Then SCAN/EMAIL them to Heather Downey at [hdowney@vchsweb.org](mailto:hdowney@vchsweb.org) with "Math Teacher Recommendation" in the subject line.

### **4. Official Release of Student Information**

Please sign and return the Official Release of Student Information Form to the VCHS Admissions Office. Once the admissions office receives this form, the Director of Admissions will request the applicant's transcripts and standardized test scores.

### **5. Family Interview**

This is the final step of the admissions process. The family interview is one of the ways we are able to learn more about the applicant, but it also provides your family with another opportunity to get to know us better, as well. Interviews are conducted by our Head of School, our Principal and our Director of Admissions.